Data Rights
PO Box 313
Sidcup
DA15 0HH

Email:
MPSDataOffice@met.police.uk

www.met.police.uk

Your ref: FOI-23235-24-0100-000
Our ref: 01/FOI/24/040452/M

01/10/2024

Dear Tshingombe Fiston,

Freedom of Information Request Reference No: 01/FOI/24/040452/M

I write in connection with your request for information which was received by the Metropolitan Police Service (MPS) on 27/09/2024.

DECISION

I have decided that, in accordance with Section 8 of the Freedom of Information Act **2000 (the Act), your enquiry is not considered a valid request.**

REASON FOR DECISION

A request under the Act is required by clearly describe the information that is being requested. As I am unable to ascertain what information you are seeking, I have decided that the requirement outlined by Section 8(1)(c) has not been met.

In order for the MPS to proceed with your request you are required to provide the information outlined above. If for any reason you are unable to do so, please contact me for assistance or seek assistance from any other available source.

We will consider your resubmitted request upon receipt as long as it meets the requirements stated above. You will receive a response within the statutory timescale of 20 working days as defined by the Act.

Please note if you are requesting for your personal data, please provide the following:

1) A proof of address clearly dated or issued within the last six months. This can be a bank statement, a utility bill, medical letter or other similar document.

2) A proof of ID to confirm your full name and date of birth. This can be a passport, driving licence, residence permit or other similar document.

3) Clear and legible request for information. Please provide a clear request to confirm the personal information require in a letter or email.

The below link to MPS website may assist you in submitting a Right of Access Request online. Whilst completion is not mandatory, it may help you to consider the information we require in order to effectively process your request.

https://www.met.police.uk/rqo/request/ri/request-information/ir/ask-for-delete-change-information/ask-for-information-about-yourself/ask-for-information-about-yourself/

The further link may also assist you in relation to the documents you can use as proof of identification:

https://www.met.police.uk/rqo/request/ri/request-information/ir/information-rights/documents-you-can-use-as-proof-of-identification/

Should you have any further enquiries concerning this matter, please contact me using the email or postal addresses at the top of this document, quoting the reference number for this request.

Yours sincerely,

Radhika Raj

LEGAL ANNEX

Section 8(1) of the Act provides:

(1) In this Act any reference to a "request for information" is a reference to such a request which-

(a) is in writing,
(b) states the name of the applicant and an address for correspondence, and
(c) describes the information requested.

(2) For the purposes of subsection (1)(a), a request is to be treated as made in writing where the text of the request-

(a) is transmitted by electronic means,
(b) is received in legible form, and
(c) is capable of being used for subsequent reference.

COMPLAINT RIGHTS

Are you unhappy with how your request has been handled or do you think the decision is incorrect?

You have the right to require the Metropolitan Police Service (MPS) to review their decision.

Prior to lodging a formal complaint you are welcome to discuss the response with the case officer who dealt with your request.

Complaint

If you are dissatisfied with the handling procedures or the decision of the MPS made under the Freedom of Information Act 2000 (the Act) regarding access to information you can lodge a complaint with the MPS to have the decision reviewed.

Complaints should be made in writing, within forty (40) working days from the date of the refusal notice, and addressed to:

FOI Complaint
Data Rights
PO Box 313
Sidcup
DA15 0HH
DataRights@met.police.uk

In all possible circumstances the MPS will aim to respond to your complaint within 20 working days.

The Information Commissioner

After lodging a complaint with the MPS if you are still dissatisfied with the decision you may make application to the Information Commissioner for a decision on whether the request for information has been dealt with in accordance with the requirements of the Act.

For information on how to make application to the Information Commissioner please visit their website at www.ico.org.uk. Alternatively, write to or phone:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Phone: 0303 123 1113